



FRANKLIN COUNTY
Department of Human Resources
373 S. High Street, 25th Floor
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Sr. Human Resources Administrator **PCN:** 060220
(Non-Bargaining)

REPORTS TO: Director, Human Resources **P. R.:** N18

RESPONSIBILITIES: Supervise assigned HR staff (e.g., HR Officers, Training Officers, and Administrative Secretaries). Direct, coordinate, monitor, and review HR operations for County Commissioner agencies (e.g., recruitment, selection, placement, labor relations, collective bargaining agreements, classification and compensation, position descriptions, employee orientation and training programs, grievance tracking, FMLA, investigations, records management, exit interviews, and disciplinary hearings). Serve as the chief disciplinary hearing officer and grievance officer. Oversee and expedite the processing of paperwork. Respond to requests from the Prosecuting Attorney's office, the State Personnel Board of Review, and agency management (internal/external).

Provide assistance to Commissioners' agencies in the following areas: contract interpretation, interpretation of the Ohio Revised Code, the delivery of disciplinary hearing decisions, investigations, and job audits. Represent the HR Department at the State Personnel Board of Review in reclassification hearings and in other hearings (e.g., removal) as assigned by the HR Director.

MINIMUM QUALIFICATIONS: Bachelor's degree in Personnel Administration, Human Resources or related field with six years of Human Resources experience; or any equivalent combination of training and experience.

STARTING SALARY: \$27.67/ hour, plus a comprehensive benefits package.
180 day probationary period.

DATE POSTED: Tuesday, March 6, 2012

DEADLINE TO APPLY: Monday, March 12, 2012

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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